

VACANCY ANNOUNCEMENT

(Announcement Number: 15-39)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Cultural Affairs Specialist.

OPEN TO: All Interested Candidates

POSITION: Cultural Affairs Specialist

OPENING DATE: August 14, 2015

CLOSING DATE: August 28, 2015

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent serves as an advisor to the Public Affairs Officer (PAO) and Cultural Affairs Officer (CAO) in the field of social, cultural and educational issues. The incumbent actively participates in the planning and organizing all-inclusive and country-wide cultural and educational programs to provide better understanding of the U.S. policies and achievements among key audiences of Nepal. The incumbent maintains regular contacts with high level government officials, academic professionals and private sector leaders and others for coordinating and executing educational and cultural programs in the country. Under the direction of the Public Affairs and Cultural Affairs Officers, the incumbent is responsible for implementing the educational and cultural exchange programs.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Bachelor's degree in Liberal Arts, Education, International Relations or Social Sciences is required.
2. At least five years of progressively responsible experience in Public Relations, NGO Management, Media, or Academic field is required.
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Thorough knowledge of Nepal's social and cultural movements, political and economic developments, educational structure and institutions is required. Good knowledge of the U.S. society, government, educational structures and social and political processes is required.
5. The ability to develop and maintain high level contacts in cultural, governmental, and educational circles is required. The ability to plan, arrange and execute

extensive thematic, exchanges, and other cultural programs is required. The ability to draft program materials and reports in English and Nepali is required. The ability to use various computer applications such as MS Word, MS Outlook, PowerPoint and Excel is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm3@state.gov (write “Application for Cultural Affairs Specialist” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Cultural Affairs Specialist”)

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